

2007/2008

Beverage Container Recycling Grant Solicitation



The California Department of Conservation (Department) is providing a maximum of \$1.5 million to promote increased recycling of beverage containers throughout California, pursuant to Public Resources Code (PRC), Division 12.1, Chapter 7, Section 14581(a)(6). Organizations interested in applying must submit a Phase 1 – **Concept Package** to the Department by **5:00 p.m., Friday, April 6, 2007**.

BACKGROUND

The California Department of Conservation, Division of Recycling administers the California Beverage Container Recycling and Litter Reduction Act (Act) which governs the recycling of California Redemption Value (CRV) beverage containers. The primary goal of the recycling program is to achieve an 80% recycling rate for all aluminum, glass, plastic and bi-metal beverage containers sold in California.

GRANT FOCUS

The Department is seeking projects that provide convenient beverage container recycling opportunities in California. Projects may implement new or enhance existing programs.

Eligible recycling and litter reduction projects include, but are not limited to the following:

- Bars and restaurants
- Colleges/universities/schools
- Parks/recreational areas
- Fitness centers
- Office buildings
- Entertainment/hospitality venues
- Sporting complexes
- Community events
- Curbside
- Multifamily dwellings
- Beverage container litter prevention and reduction

WHO CAN APPLY?

Anyone - individuals, government entities, businesses, and non-profit organizations - can apply.



APPLICATION PROCESS

The application process consists of two phases:

PHASE 1 - CONCEPT PHASE 2 - PROPOSAL

In Phase 1, interested applicants must submit a Concept Package. A minimum review and screening of each concept will be conducted and given a pass or fail score.

In Phase 2, applicants receiving a "pass" score in Phase 1 will be invited to develop the concept into a proposal. An invitation to submit a proposal is not a guarantee of funding. A committee will evaluate the proposals and funds will be awarded to those receiving the highest scores.

QUESTION/ANSWER PERIOD

Questions must be submitted in writing to Grants@conservation.ca.gov or:

**Department of Conservation
Community Outreach Branch**
801 K Street, MS 17-01
Sacramento, CA 95814-3533

Questions and answers will be posted weekly on the Department's website at http://www.consrv.ca.gov/dor/grants/grant_seekers/Images_files/Q&A.pdf and may be mailed or faxed upon request to applicants without Internet access. In order to maintain fairness among all applicants, questions regarding specific projects cannot be answered. Please refer to the anticipated schedule on pages two and three for specific dates.

PHASE 1 CONCEPT REQUIREMENTS

To qualify for review in Phase 1, Concept Packages must meet all of the following requirements:

- Received by the Department no later than **5:00 p.m., Friday, April 6, 2007**.
- Submitted using the Concept Form provided by the Department and not exceed two (2) double-sided pages. The text should be a minimum 10-point type size and printed on 8 1/2" x 11" office paper.
- Support the specified grant focus.
- Submitted by an entity in good standing with the Department (no outstanding fines, penalties or audit findings due the Department).

- Include a proof of organizational status and authority (if applicable): Provide a copy of your partnership agreement (if a partnership), Articles of Incorporation or Organization (if a corporation or limited liability company), and proof of nonprofit status if a nonprofit organization. Government agencies are not required to provide proof of nonprofit status. Provide a copy of any current fictitious business name statement and business license, if applicable.
- Request a minimum of \$10,000 in grant funds from the Department.
- Include one original and three (3) copies of the Concept Package.

The Department will disqualify Concept Packages not meeting the Phase 1 concept requirements.

PHASE 1 CONCEPT FORM

Organization's Experience

Briefly explain why the organization is qualified to implement the project (geographic location, prior involvements in the area, close relationship to the project clientele).

Project Description:

- Provide a brief summary of the project and how it supports the grant focus of providing convenient beverage container recycling opportunities in California. Include the geographic area affected and target audience.
- Describe the overall goal(s) and objective(s) for implementing the project.
- Identify any partner(s), their role(s) and/or financial commitment, if applicable, in implementing the project.

Project Need

- Provide a brief summary demonstrating why the project is needed.
- Provide an estimated number of CRV beverage containers that will be recycled as a result of this project.

Please note the amount requested is the amount that will be considered throughout the process. You may not request additional funds at the proposal phase.

PHASE 1 ANTICIPATED SCHEDULE

DATE	ACTIVITY
March 9, 2007	Release solicitation
March 9 - March 28, 2007	Question and answer period
April 6, 2007	Concepts due
May 18, 2007	Invite Phase 1 applicants to develop proposals

PHASE 1 HOW TO SUBMIT CONCEPT

The Concept Packages must be mailed or hand delivered to the following address:

**Department of Conservation
Community Outreach Branch**
801 K Street, MS 17-01
Sacramento,
California 95814-3533

Concept Packages will not be accepted electronically or by fax. Information provided by the applicant after the final filing date of 5 p.m. Friday, April 6, 2007 will not be accepted.

PHASE 2 PROPOSAL REQUIREMENTS

To qualify for review in Phase 2, proposals **must** meet all of the following requirements:

- Received a "pass" score from the Department in Phase 1.
- Received by the Department no later than 5:00 p.m., **Friday, July 13, 2007.**
- Submitted on the Proposal Form provided by the Department and not exceed five (5) double-sided pages. Maps, graphs, charts, letters of support, diagrams, audits or other supporting documentation are not counted as part of the maximum page requirement.
- Include one original and four (4) copies of the Proposal Package (form and supporting documentation).
- Proposal Form must be signed by a person with authorization to bind the individual, entity or organization to a grant agreement.

The Department will disqualify Proposal Packages not meeting the proposal requirements.

PHASE 2 PROPOSAL FORM

Complete the entire Proposal Form, including the Assembly and Senate district number(s). District numbers may be found on the website at <http://www.leginfo.ca.gov/yourleg.html> or by contacting your county library or county clerk.

Project Description

- Provide a detailed overview of the project. Include target audience and the region where project activities will take place.
- Identify any partners, their role(s) and/or financial commitment, if applicable, in implementing the project.
- Provide letters of support from the partners outlining their role and/or financial commitment in the project.

Need

- Provide detailed information on why the project is needed.
- Explain how this project will benefit the community.
- Identify challenges the project will address and the steps to overcome them.
- Provide evidence to support the need and estimated amount of CRV materials that will be recycled (i.e. waste audit findings, volume information, potential impact, projected or documented sales data, studies, surveys).
- Describe efforts to prepare for the project such as pilot projects conducted or research on similar programs.

Goals and Objectives (Targets)

- Describe specific goal(s) or outcome(s) that will result from this project.
- Identify objectives to help accomplish the goal(s). Each objective should be realistic, measurable and support the grant focus.

Work Plan

- List the major activities, steps or tasks to implement your project, including start and completion dates.
- Provide a logical timeframe for activities, taking into consideration the potential for delays.
- Include 12 months of CRV volume reporting.
- Use the anticipated schedule provided to determine start dates.

Performance Measures

- Identify measurable data to be collected and the methods for collecting and tracking it.
- Describe the methods that will be used to evaluate and measure the interim progress and final outcome(s)/success of the project (i.e., monthly volume reports).
- Explain how evaluation findings will be used to modify or improve the project.

Budget

- Complete the budget section.
- Provide an itemized breakdown associated with project activities (personnel, equipment and operating expenses).

- All line items must be necessary, reasonable, and cost-effective.
- In narrative format, justify and support all expenditures in the space provided.
- Applicants are encouraged to obtain a minimum of three (3) bids for products and services over \$500 and to retain copies of all bids for review if the grant is awarded.
- Applicants are strongly encouraged to request funds for costs relating to project start-up and not for ongoing operation, salaries, or maintenance.
- Identify any budgetary contributions or matching funds other than the Department's and cost savings derived from volunteers or in-kind services.
- Consider the cost of signage for collection bins, future price increases, sales tax, shipping/delivery and other fees.
- Overhead expenses and administrative costs are not allowed.
- Whenever possible, applicant should consider recycled-content equipment and products manufactured from recycled and/or post-consumer beverage container material.

Sustainability

- Provide a detailed plan for sustaining the program after the grant term ends. Include all information pertaining to financial resources and commitments that will ensure long-term sustainability (i.e., tasks, staff, timeframe, salaries and deliverables).
- Describe how the program will continue to be evaluated and monitored following the grant term and identify who will be responsible for doing such after the grant term ends.



PHASE 2 HOW TO SUBMIT PROPOSAL

Proposal Packages must be submitted by mail (certified mail is recommended) or hand delivered to the following address:

**Department of Conservation
Community Outreach Branch**
801 K Street, MS 17-01
Sacramento, CA 95814-3533

Proposal Packages will not be accepted electronically or by fax. Information provided by the applicant after the final filing date of Friday, July 13, 2007 will not be accepted.

PHASE 2 ANTICIPATED SCHEDULE

DATE	ACTIVITY
May 18, 2007- June 20, 2007	Question and answer period
July 13, 2007	Proposals due
September 2007	Awards announced
November 2007	Projects begin

PHASE 2 PROPOSAL EVALUATION AND SCORING

An evaluation committee will review and score proposals according to the Phase 2 scoring criteria. Scores will be based on the merits of the information submitted in the proposal.

The evaluation committee may suggest modifications in the budget and work plan. The recommendation from the evaluation committee will include a funding level for each proposal.

Proposals recommended for funding must receive final approval by the Department Director.

PHASE 2 SCORING CRITERIA



POINTS

10	Project Description: Description is clear, includes target audience and region where activities will take place. Identifies partner(s), their roles(s) and financial commitment involved in implementing the project. Provides letters of support and/or financial commitment from partners.
20	Need: Clearly and convincingly demonstrates why the project is needed. Identifies how the project will benefit the community (i.e., increased recycling and awareness, product stewardship, recycling sustainability). Describes challenges the project will address and the steps to overcome them. Provides convincing data supporting the project need (i.e., tonnage info, projected sales, waste audits, studies surveys, etc.). Describes their efforts to prepare for the project (i.e., pilot projects, researching similar programs)
20	Goals and Objectives: Goal(s) clearly describes what the project is going to accomplish and how it relates to the need. Identifies realistic, measurable objectives to help accomplish their goal(s). Goal(s) and objectives support grant focus.
10	Work Plan: Identifies major activities and deliverables needed to successfully complete the project. Provides a logical timeframe for accomplishing the activities with start and completion dates. Includes 12 months CRV volume reporting.
15	Performance Measures: Identifies measurable data to be collected and methods for collecting and tracking it. Identifies methods that will be used to evaluate and measure the progress and final outcome/success of project. Describes how evaluation findings will be used to modify/improve the project.
10	Budget: Provides a complete, itemized cost breakdown consistent with project activities. All line items are necessary, reasonable, and cost-effective. Provides quotes, estimates, or other documents to support the cost requested. Identifies budgetary contributions and/or matching funds (other than the Department's) and cost savings derived from volunteers or in-kind services. Clearly justifies and supports all expenditures.
15	Sustainability: Provides a reasonable and detailed plan for sustaining the project after the grant term. Project requires start-up costs only and provides letters of commitment and/or financial resources for continuing the project after the grant term. Describes how the program will continue to be evaluated, monitored and who will be responsible for doing so after the grant term ends.
100	TOTAL

GRANT ADMINISTRATION

Grants awarded by the Department are administered through a grant agreement. Grant agreements consist of terms and conditions, grant summary, budget, and work plan. A sample grant agreement may be downloaded from the Department website by clicking on the Sample Grant Agreement Terms and Conditions link. Applicants should review the sample agreement prior to preparing the proposal to ensure the organization is able to comply with all terms and conditions.

All expenses incurred by the grantee are reimbursed in arrears, based on actual costs, and require compliance with the grant agreement. Advance payments of grant funds are not allowed. Expenses incurred prior to the effective date of the grant agreement or after the termination date of the grant agreement are not reimbursable. The Department will retain ten (10) percent of each reimbursement until all tasks outlined in the grant agreement are completed. Final payment of the retained funds will be made only after approval of the final report.

As a condition for receiving grant funds, grantees must comply with all certification or registration requirements (if applicable). Grantees are required to submit status reports, including volume and revenue information for all CRV materials collected.